

COMMUNITY COLLABORATIVE: SAMPLE BYLAWS

ARTICLE I: NAME, MISSION, PURPOSE

Section 1: Name

The name of this organization shall be the _____ COLLABORATIVE. The appropriate acronym shall be _____.

Section 2: Mission

The mission of the COLLABORATIVE is to promote the sharing of resources and accountability across agencies and programs on behalf of families and children who have significant mental health needs and to build community capacity to provide effective, community-based, family and youth driven services that are delivered within a system of care philosophy. The COLLABORATIVE will serve as the Community COLLABORATIVE, the local management structure for the System of Care, as specified in the North Carolina Child Mental Health Plan and as designated by _____.

Section 3: Purpose

The goals of the COLLABORATIVE _____ include:

- a) Develop and sustain a full partnership with families and surrogate families in developing and implementing services in a way consistent with System of Care.
- b) Support access to community-based, individualized, strengths-based, family driven services that address the needs of children requiring services from more than one agency, ideally provided unconditionally and reflect sensitivity to and understanding of, the cultural and ethnic characteristics of consumers and families.
- c) Integrate local public and private child serving agencies and other key stakeholders (e.g., faith-based community, family and youth support groups) into the System of Care.
- d) Through the service delivery process, compile a list of unaddressed child and family needs, systems issues and barriers to advocate to the State for systems change.
- e) Through partnerships with regional universities and local agencies, identify training and technical assistance needs and provide pre-service and in-service training in the principles, values and practices of the System of Care and empirically based treatments and best practices.
- f) Ensure that At Risk “service” funds, allocated to support the basic System of Care infrastructure, are utilized in a manner that promotes quality services that are consistent with system of care and best practices.
- g) Serve as a resource to Child and Family Teams and the children and families to assist in resolving questions, eligibility for services, and waiting list decisions.

ARTICLE II: MEMBERSHIP

Section 1. Members

1.1 Membership will include at least the following representatives:

- a) The committee chairpersons
- b) Agency representatives included in the Memoranda of Agreement (MOA)
- c) Family Organization representative
- d) At least eight parent representatives as representatives of the customers/clientele of each of the member agencies signing the MOA
- e) Two representatives from the community at large
- f) At least one youth representative

g) Consumer and Family Advocacy Committee (CFAC) Liaison

- 1.2 New Members will be decided upon by the COLLABORATIVE and should be reflective of identified service needs in the community. Any member of the COLLABORATIVE may recommend new members. Recommendations should be made to the Chair, who will bring the recommendation to its full membership for a decision.
- 1.3 Any change in membership (e.g., resignations, change in Agency representative) shall be in written notice addressed to the Chair of the COLLABORATIVE.
- 1.4 Participation in standing committees (Article V) does not require COLLABORATIVE membership. COLLABORATIVE members are encouraged to recommend non-members to committees as a way to expand future COLLABORATIVE interest and membership.

Section 2. Attendance

- 2.1 Members are expected to attend on a regular basis, and when unable to attend to should send an alternate.
- 2.2 Members shall notify the Chairperson of their inability to attend a scheduled meeting at least 24 hours prior to the date of the meeting. Any member of the COLLABORATIVE who is absent from three consecutive meetings shall be contacted by the Chair or Vice-Chair to determine interest in continued membership on the COLLABORATIVE.

ARTICLE III: COLLABORATIVE OFFICERS AND COMMITTEE CHAIRS

Section 1: Officers and Terms

- 1.1 The officers COLLABORATIVE shall be elected by majority vote such that:
 - a) The Chairperson will serve a one-year term and will be succeeded by a Vice-Chairperson. The term will run for one calendar year, from January through December.
 - b) The Vice-Chairperson will be elected annually at the last meeting of the calendar year. The term will run for one calendar year, from January through December, and will automatically result in becoming the Chair in the following year.
 - c) A Nominating Committee to include the Chair, Vice-Chair, previous Chair, and a parent member will give their recommendations to the COLLABORATIVE at the December meeting for the next Vice-Chairperson position.

Section 2: Committee Chair Appointments

- 2.1 The Chairperson of the COLLABORATIVE and the Chairperson of the Family Organization will appoint a Chairperson for each of the Committees.
- 2.2 Committee Chairpersons shall serve one year terms and may be re-appointed for additional terms.

Section 3: Duties of Officers and Committee Chairs

- 3.1 The duties of each Officer and Committee Chairperson are described below:
 - a) The Chairperson will chair and facilitate the meetings; and facilitate agenda development in conjunction with the committee chairpersons, the vice-chair, and the past year chair.
 - b) The Vice-Chairperson will act on behalf of the Chairperson when the Chairperson is absent.
 - c) The Chairpersons of the Committees will chair and facilitate committee meetings, and report to the COLLABORATIVE on a regular basis.
 - d) The Chairperson or his/her designee shall maintain the membership roster of the COLLABORATIVE; inform the COLLABORATIVE of changes in membership status; and provide staff support for each committee as needed and as is available; maintain the "master copy" of the COLLABORATIVE bylaws.
 - e) The previous year chair shall record the minutes of the COLLABORATIVE and assist the Chair/Vice-Chair as needed in the COLLABORATIVE leadership.

Section 4: General Powers and Duties

- 4.1 Officers and Committee Chairs will work together to provide leadership and oversight into Guilford County's system of care fiscal and programmatic development.
- 4.2 Members' duties include communicating activities of the COLLABORATIVE to respective organizations and representative stakeholders.

ARTICLE V: COMMITTEES

Section 1: Family Participation

- 1.1 It is important and expected from a philosophical standpoint that family members are represented on all committees.

Section 2: Standing Committees

- 2.1 Executive Committee: Comprised of the Chair, Vice-Chair, Previous Chair and SUCCESS representative. Convenes on an as needed basis to resolve issues which may arise between COLLABORATIVE meetings and need immediate decisions on (e.g. non-UCR invoice issues, other policy issues which may arise). All and any decisions and discussions of the Executive Committee will be reported to the full COLLABORATIVE at it's next meeting or via a memorandum to all members if time sensitive.
- 2.2 Finance Committee: Oversees budget development and fiscal and monetary matters.
- 2.3 Service Delivery Committee: Oversees the development and integration of the system of care into the community. Examines service delivery gaps and reports on those gaps to the COLLABORATIVE. Makes recommendations on ways to alleviate said gaps in the system.
- 2.4 Research, Evaluation and Automation: Oversees execution of all evaluation components and ensures that evaluation results are utilized to improve training and services.
- 2.5 Training and Curriculum Development Integration: Collaborates with community and state resources on training in System of Care values and practice for all partners at the preservice and inservice levels.

Section 3: Other Committees

- 3.1 The Chair shall appoint committees as may be necessary for conduct of the COLLABORATIVE's affairs. The need for these committees shall be reviewed yearly and recommendations for status made at the December COLLABORATIVE meeting for vote by the COLLABORATIVE.

Section 4: Committee Membership

- 4.1 Non-members of the COLLABORATIVE may serve on committees and shall be appointed by the Chair after discussion with committee chairperson(s).

ARTICLE VI: MEETINGS

Section 1: Regular Meetings

- 1.1 Regular meetings of the COLLABORATIVE will be held at least monthly on dates designated at the first meeting of the year. The routine location of regular meetings will be established at that time. COLLABORATIVE members will be notified by the Chair of any changes in meeting location at least one week prior to the meeting.

Section 2: Open Meeting Laws

- 2.1 All meetings of the COLLABORATIVE are subject to the Open Meetings Law. COLLABORATIVE reserves the right to convene in executive session to discuss confidential client or personnel matters.

Section 3: Quorum

- 3.1 The majority of the membership of the COLLABORATIVE must be in attendance for a quorum. The COLLABORATIVE will not meet without parent representation present.

ARTICLE VII: AMENDMENTS

Section 1: Amendment Process

- 1.1 These bylaws may be amended or repealed and new bylaws may be adopted, with an affirmative vote of two-thirds of the membership at any meeting provided that prior written notice of said amendment has been given at least one week before the scheduled meeting.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1: Decision Making and Voting

- 1.1 The COLLABORATIVE will strive to reach decisions by consensus. In the event that consensus is not achieved, decisions will be made by majority vote. Any member may call for a vote. Each member present will have one vote through the formally designated person or formally designated substitute. Family members present will have their vote weighted to ensure at least 50% of the voice.

Section 2: Business of the COLLABORATIVE

- 2.1 All business of the COLLABORATIVE, with the exception of emergency business, shall be presented to the members for discussion.

Section 3: Conflict Resolution

- 3.1 Conflicts between members of the COLLABORATIVE should be resolved by the conflicting members through open and honest discussion. However, if the members are unable to resolve the conflict in this manner, the conflict resolution process will be utilized.

Section 4: Bi-Law Review

- 4.1 These Bi-Laws are to be reviewed on an annual basis, or more frequently as needed.